How can I find my books on the shelf?

1. Letters show the main subject (e.g. LB = Education – theory and practice). Single letters go before multiple letters e.g. L, LB, LC, P, PN, PR...

2. This second line is a whole number e.g. 1, 2, 10, 15, 150, 1200… This shows the more specific topic e.g. E-learning

3. Some books may have a further number, to show more detail about the subject. This is a decimal number e.g. .75, .8, .85, .8572, .9...

4. If a book has a letter followed by a number this is a further geographical or topical divide, consider the letter first and read numbers as decimals .A7, .C3, .C337, .C4, .D1... e.g. G7 stands for Great Britain

5. All shelfmarks will finish with three letters. This will be from the author’s name or sometimes the title (for edited works). These go in alphabetical order.